

PM Tools Working Group

Meeting Summary

DAY: 08/21/06
TIME: 10:00am – 11:00am
LOCATION: 3900 Conference Room 39A

Meeting Called By:	Glenn Poplawski & Gaye Mays		
Meeting Purpose:	Discuss PMO tool requirements		
Attendees: (* attended by phone)	EPMO - Gaye Mays ITS – Glenn Poplawski ISC - Chuck Schutte	ITS – Nick Barnet Crime Control – Greg Jones	DHHS – Charles Fraley DHHS – Deanna Perry
Meeting Documents:	Crime Control – Feature/Requirements Matrix		
Attachments:	NA		
Next Meeting:	Monday 8/28 @ 10am – 3900 Conf Rm 39-A		

Key Points Discussed

1	<i>Crime Control Overview:</i> Greg Jones gave an overview of the work his group has completed to determine the best tool to manage workflow and task assignment & prioritization. A copy of their functional requirements document is attached. Their group looked at the tools they have today and what they needed and completed a gap analysis.
2	<i>Action item updates:</i> High level requirements – none provided, new ECD 8/24 to send to Glenn Beacon issues/questions – Glenn contacted Julie Batchelor in order to get a point-of-contact to answer questions about Beacon's scope related to resource tracking and current PM tools/functions being utilized and plans for future Procurement of trail software – a no cost requisition will need to be entered into the E-procurement system with a justification Microsoft ELA- Glenn was advised that there is not an ELA in effect. Procurement noted that the State has a Microsoft Select Agreement which is more of a volume pricing discount for licenses.
3	<i>Project Scope discussion:</i> This discussion centered on the various operating needs of the different areas. Some areas are managing work order type functions while others just need project management tools. In relation to project management tools, the team expressed the need to minimize manual duplication of information required in the PPM tool such as budget, costs, issues, risks, schedule, etc. The ability to manage resources and track the budget seems to be major requirements. The team will need to clearly define the scope of this effort. Along those lines, the team agreed that documentation of the high-level requirements is a key first step.

◆ Issues

1	
2	

Action Items

1	Team – provide high level requirements by 8/24
2	Glenn – send Gartner information on PMO tools to team
3	Gaye – follow up with Jim Tulenko to determine if information is available on next version of the PPM tool
4	Glenn – continue follow up with Julie Batchelor for Beacon questions related to resource tracking and PM functions